



**City of Hermosa Beach**  
1315 Valley Drive, Hermosa Beach, CA 90254  
310.318-0203 - Fax 310.372-6186  
Email: [recordsrequest@hermosabch.org](mailto:recordsrequest@hermosabch.org)



Received By: clerk  
Referred To: Finance  
Date Referred: 12-10-18

## Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney—client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name (please print): <u>Phi Nguyen</u>	Email: <u>phi.nguyen@marketsphere.com</u> <u>michael.lazar@marketsphere.com</u>
Address:	Phone: <u>404-264-8545</u>
City:	Fax:

### Record or Document Requested:

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.**

<u>see attached</u>

Photocopies are \$0.20 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. *Accepted method of payment:* Cash or check. Credit card accepted in person only.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### For Departmental Use Only:

<b>Action Requested:</b>	<b>Action Taken:</b>	<b>By</b> _____ <b>Date</b> _____
<input type="checkbox"/> Review Only	<input type="checkbox"/> Document Reviewed	<input type="checkbox"/> Non-Existent Document
<input type="checkbox"/> Copies Requested	<input type="checkbox"/> Copies Provided	<input type="checkbox"/> Other (Please Explain)
	<input type="checkbox"/> Refusal/Reason _____	

### For City Clerk's Use Only:

**Date Requestor Notified** \_\_\_\_\_ **Notified By:** \_\_\_\_\_ **Date Picked Up or Mailed** \_\_\_\_\_

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**From:** Nguyen, Phi <phi.nguyen@marketsphere.com>  
**Sent:** Friday, December 7, 2018 6:56 AM  
**To:** Records Request  
**Cc:** Lazar, Michael  
**Subject:** Public Records Request

Hello,

Pursuant to The Freedom of Information Act relevant to your State which grants access to copies of public records, we respectfully request the most up to date information pertaining to the following types of obligations:

- \* Records concerning credits, overages, or refunds that are due on an overpayment or duplicate payment of taxes.
- \* Unclaimed Bonds or deposits on hand that are redeemable upon request from payee.
- \* Outstanding and refundable credit balances.
- \* Checks exempt from Unclaimed Property Reporting.
- \* Unclaimed, uncashed, undeliverable, staled-dated, voided, overdue and/or outstanding payments or checks/warrants issued and owed by The City of Hermosa Beach.

If some of this request is exempt from release, please release the remainder of the record which is allowed. Please provide all requested records that are greater than \$500, are claimable (The obligation to the payee has not been voided by law), The funds have not been turned over to the abandoned property office, and the funds are not in the process of being issued or reissued. Also for any outstanding checks, please only provide those that the payee still has the right to claim and have been outstanding for a period of over 3 months. For each property, please provide issue dates, payee names, addresses, and dollar amounts due. If possible, an excel document would be the desired format to receive data for all available years.

If the requested records could not be found or do not exist in your possession, please provide the contact information for the public body from which they may be requested and forward this request to them (For example, if another department issues checks on your behalf.)

We would appreciate your prompt attention to this matter and, if possible, request your response within 15 business days of receipt of this letter. We will reimburse for any reasonable costs associated with the provision of these documents. Please notify us should costs exceed \$50.

Thank you for your assistance with this matter. If you have any questions concerning the above or need further clarification, please contact me at (404) 264-8545 or [Michael.Lazar@MarketSphere.com](mailto:Michael.Lazar@MarketSphere.com)<mailto:Michael.Lazar@MarketSphere.com>

Sincerely,  
Phi Nguyen